



## TOWN OF CARLISLE, MASSACHUSETTS

### 10 THINGS YOU MUST KNOW ABOUT SPECIAL TOWN MEETING 2020

1. **When:** October 17, 2020, 10 am
2. **Where:** On the plaza at Carlisle Public Schools. If you're unable or unwilling to attend, you may watch on Comcast Ch. 9 or the live-stream <https://www.minuteman.media/2409/Government>
3. **What to bring:** Your copy of the warrant book, water, your face mask, sun protection, and dress appropriately for the weather.
4. **Parking:** Primary parking at the school parking lot, with additional parking School and Church Streets. 18 marked handicapped spots next to the School Street entrance. (These are currently marked as Administrative Parking if you would like to view them prior to the meeting.) Additional spots nearby reserved for those with concerns about walking. The main school lot is closed for construction.
5. **Where to enter the Plaza:** Either from the School Parking Lot or School Street. Follow the signs for check-in, which will be on the **southwest corner** of the Plaza, closest to Brick Building. If you are coming from the School Parking Lot, enjoy the walk and respect the ropes.
6. **Safety Products:** Masks, gloves, hand sanitizers, wipes and other disinfecting products will be available at a table near the entrance to the plaza.
7. **Exposure:** Workers and volunteers at the event will wear masks when moving around the plaza. Residents with symptoms or potential infection are advised not to attend. (See details on following page.)
8. **Seating:** Chairs will be placed on the plaza, some in groups of 2, to ensure residents are socially distanced while seated or standing during the meeting.
9. **Addressing Town Meeting:** Those wishing to address Town Meeting will be able to do so without leaving their seating area. Fire Department personnel will go to your seated location to hold a microphone for you to speak into. You may remove your mask to speak.
10. **Restrooms:** School staff will be on duty to allow access into the Spalding Building for restroom use.



*Want to know more?*

*Read on ...*



## TOWN OF CARLISLE, MASSACHUSETTS

### **Town Moderator Update Protocols for October 17, 2020 Annual Town Meeting**

To provide a safe environment for the conduct of our Annual Town Meeting and in concert with the effort to protect the public and town employees during the COVID-19 pandemic, the following protocols and procedures will be implemented.

These plans have been developed in collaboration with local public health and safety officials from the Carlisle Board of Health, Police and Fire Departments, along with Town and School staff, the Board of Selectmen, and several citizen volunteers. The plans are consistent with [guidance](#) for the conduct of Town Meetings issued by the Massachusetts Department of Health (DPH) as well as more general guidance from DPH and federal authorities.

All the usual standards and accommodations of our Town Meetings will continue, other than where noted. My primary interest is to assure both the safety and legitimacy of our Town Meeting. Updates to these protocols as well as availability of all Town Meeting resources and information can be found at [www.carlislema.gov](http://www.carlislema.gov).

#### **Risk**

- Continuous risk assessment and contingency planning have been conducted and will remain ongoing during the period leading up to Town Meeting. Data related to the spread of COVID-19 in our town strongly suggests that community spread of COVID-19 has significantly slowed and the number of active cases has diminished. This data supports the responsible phased re-opening and reconstitution of many public and private functions in our town and statewide. If during the period leading to the event community spread or other conditions related to COVID-19 change, local health officials will provide input on the risk assessment. In the case of a negative risk assessment, the Moderator may postpone the meeting due to a public health/safety issue.
- A record of attendees and participants will be maintained should there be a need for contact tracing.

#### **Weather and Rain Date Protocol**

- We will be monitoring the weather forecasts throughout the week before Town Meeting.
- We will evaluate again early the morning of Town Meeting. If the weather changes and postponement is required, we will post on the town website.
- In the event of a rainfall or other surprise weather situation during the meeting, a judgment will be made on the ground.



## Should I Attend?

Specifically, with respect to Town Meeting attendance, DPH has stated:

Town officials should communicate to residents that if they are feeling sick, are exhibiting any of the following symptoms (fever, cough, shortness of breath, chills, muscle pain, headache, sore throat, or new loss of taste or smell), or have potentially been exposed to someone with confirmed or suspected COVID-19, then they should not attend town meeting in person. A potential exposure means having household contact or having close contact (within 6 feet) with an individual with confirmed or suspected COVID-19 for prolonged periods of time (over 15 minutes) while the person is symptomatic or 48 hours before symptoms developed.

Persons who are particularly vulnerable to COVID-19 according to the Centers for Disease Control (e.g., due to age or underlying conditions) are encouraged to stay home. [Guidance for Town Meetings to Address COVID-19](#), Mass. DPH, issued June 11, 2020.

If you are unable or choose not to attend, Town Meeting will be broadcast live on Comcast Ch. 9 and live-streamed at Minuteman Media Network Government Channel <https://www.minuteman.media/2409/Government>.

## Before You Leave Home

- Please prepare for the weather conditions the day of the meeting. Dress comfortably and appropriately for the weather. Be sure to bring along water.
- We cannot provide childcare or a separate seating area for children. Use your best judgement whether to bring children; they may sit with you.
- Please bring a copy of the warrant, which was published in the October 2, 2020 issue of the *Carlisle Mosquito*. Electronic copies of the warrant are available for download or printing from the "Town Meeting Info" tab at [www.carlislema.gov](http://www.carlislema.gov). The motion handout will also be available for download and printing.

## Venue and Parking

- The meeting will be held outdoors at the plaza adjacent to the Spalding Building of Carlisle Public School, 83 Church Street. Scientific evidence is clear that an outdoor venue is much safer than indoors.
- Please plan to arrive early and park as follows:
  - Primary parking: At the school parking lot and along School and Church Streets.
  - Handicapped parking: 18 marked spots next to the School ST entrance. (These are currently marked as Administrative Parking if you would like to view them prior to the meeting.) Additional spots nearby reserved for those with concerns about walking.



### **Pre-meeting and Check-in**

- Please plan to arrive early so that check-in can occur without the need for long lines.
- Check-in will begin at 9:30 am at the southwest corner of the plaza (nearest the Brick Building).
- Please follow the directions as posted in signs and as guided by police and fire department personnel. The line to check-in will be managed to ensure sufficient physical distancing.
- Both before and after check-in, throughout the meeting, and afterwards no congregation of people will be allowed. Except when the meeting is in session, feel free to shout your greetings or wave to your fellow citizens.
- After you check in, you will be directed where to sit. Family members and others sharing the same household will be allowed to stand and sit together.
- In accordance with COVID-19 Order No. 31 issued by Governor Baker and guidance from DPH, all individuals over 5 years of age must wear a mask while attending Town Meeting. Individuals who are unable to wear a mask due to a medical condition or disability are exempt from this requirement and will be accommodated. The Town will provide masks for those who do not have them. Anyone who can wear a mask and refuses to do so will be considered out of compliance with the Governor's order.
- At check-in please state your name and address loudly and clearly. Masked and gloved staff will manage the process.
- No slide presentations will be made at this Town Meeting.
- The motions handout will be printed a minimum of 72 hours beforehand and provided to all who wish. You may also download the motions from the "Town Meeting Info" tab at [www.CarlisleMA.gov](http://www.CarlisleMA.gov)

### **Seating, Special Accommodations and Rest Rooms**

- Seats will be set up at an eight-foot distance. Fire department personnel will direct you where to sit. Please cooperate with their instructions to assure everyone's safety.
- Seating will be arranged for single attendees and for two attendees in the same household. If more than two attendees in a single household wish to sit together, please ask for assistance from the fire department personnel directing you to your seats.
- Please remain at your seats at all times except to utilize a restroom or to exit.
- Childcare will not be provided.
- All foot traffic will be one way at all times. Traffic flow patterns will be indicated.
- A few canopies will be available for those with disabilities or other needs requiring such accommodations.
- Only registered voters, family members, non-voter residents, and town employees will be allowed on the plaza. All other non-voters must remain outside. A non-voter with business at the meeting must be pre-cleared for attendance by the moderator at least 48 hours before the start of the meeting.
- Audio headphones are available for those requiring hearing assistance. Please ask for directions when checking in.
- Rest rooms in the Spalding Building will be available. A Carlisle Public School staff member will admit one person at a time to each restroom. The restrooms have touchless fixtures and will be frequently disinfected. Please follow directions of school staff.

## The Meeting

- The meeting will be conducted as close to our normal experience as possible while adhering to the deliberative process of any town meeting.
- The Moderator's opening summary of procedures will considerably abbreviated. Voters—especially those attending Carlisle Town Meeting the first time—are encouraged to read the Town Meeting [Quick Start Guide](#), available at the Town website. Additional information may be found at <https://www.carlislema.gov/548/About-Town-Meeting>.
- It is important for all to abide by physical distancing standards and other proper behaviors to ensure that we are not creating unnecessary risks to our health and the well-being of others during this pandemic.
- Your courtesy is sought to limit comments and questions to that which is necessary and non-repetitive. Statements simply stating support or opposition are discouraged. Questions and new information or perspectives are encouraged for the benefit of the meeting.
- Efforts by town officials are ongoing to inform citizens prior to the meeting about the articles and their merit. Additional materials may be found at the town website and are published by the *Carlisle Mosquito* at [https:// www.carlislemosquito.org/index.php/tm](https://www.carlislemosquito.org/index.php/tm).
- All votes will be by use of cards, first visually observed with a declaration of the moderator, then standing count, if necessary.
- Considered debate is a hallmark of Town Meeting. To facilitate such debate in a safe manner, microphones will be brought to recognized speakers at their seats by Fire Department personnel.
  - Please stand to be recognized when the Moderator asks for speakers or call out, "Mr. Moderator!"
  - Once recognized, the Moderator will ask a member of the Fire Department to bring a microphone to you.
  - Face coverings may be removed when an attendee speaks but only for the period when one is speaking. This is a universal standard for all, including officials and the moderator.
- To expedite the meeting, the Moderator will move the main motion under each article. The Moderator will **not** read the full text of longer motions. The Motions Handout will be available for pick-up after check in or may be downloaded from the home page of [www.CarlisleMA.gov](http://www.CarlisleMA.gov).

## Post the Meeting and Other Matters

- When the meeting ends, please stay in place. On site staff and volunteers will direct you to ensure a safe and orderly exit. Please exit the plaza immediately thereafter and do not congregate.
- The Carlisle Fire Department EMTs and ambulance will be on scene.
- The Carlisle Police Department will assist with traffic and encourage gatherings to disperse.

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Each citizen needs to make their own judgment whether to attend. I respect that personal decision and endeavor to make the conduct of the meeting as safe as reasonably possible, guided by state and local public health authorities. Please know that the Governor has signed emergency legislation authorizing the Moderator,



after consulting public health officials and the Board of Selectmen, to recess the meeting for up to 30 days, and to do so repeatedly if necessary. I will be monitoring the situation with State and Town officials, and if necessary, will not hesitate to reschedule the meeting in order to preserve the safety of our neighbors and the legitimacy of Town Meeting as a deliberative legislative body.

Wayne Davis

Town Moderator

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